



INVITATION TO BID FOR CONSULTANCY TO PROVIDE THIRD PARTY MONITORING SERVICES FOR GPE EDUCATION PROGRAM: SYSTEM TRANSFORMATION GRANT(STG)

1	Title of Consultancy	TERMS OF REFERENCES FOR THIRD PARTY MONITORING SERVICES FOR GPE EDUCATION PROGRAM: SYSTEM TRANSFORMATION GRANT (STG)
2	Period of Consultancy	The successful firm will be awarded a contract for the life of the project. The engagement becomes effective on the date both parties sign the contract and the frequency of the monitoring will be agreed at contracting stage.
3	Consultant type required	Consultancy Firm
	Dead line	16 th November-2024
4	Responsibility for Logistics arrangements and Costs	The consultancy firm will be paid a fee for the services rendered. The consultants will cover their own logistical arrangements and costs; including food, accommodation and local transport and all cost associated with data collection work and whole activities.
5	Taxation Provisions	The consultancy firm shall be responsible for all taxes arising from the consultancy in line with the local tax regulations applicable in Somalia
6	Travel requirements	The consultancy firm will cover all travel costs (tickets) and arrange local travel to field sites.
7	Security requirements	The consultancy firm will comply with standard of Save the Children Security procedures, including the completion of SCI online security training prior to start the activity/work/..... The consultancy firm shall also adhere to the government's standard security guidelines
	Qualification and Experience	<p>Qualification and Experience</p> <p>The following are minimum requirements for the consultancy firm to be considered for carrying out the assignment.</p> <ul style="list-style-type: none"> • Extensive experience in research work and in education assessments/evaluations, complexity aware monitoring, including previous working experience in Somalia. • Knowledge in research methodologies and application of various tools including practical experience in assessments, post distribution monitoring, planning, implementation, monitoring and evaluation of community-based interventions. • Proven experience in monitoring access in challenging locations • Demonstrated experience and ability to lead experienced teams to conduct assessments in environments similar to that of Somalia. • Strong and impeccable record of confidentiality and sensitivity. • Strong ability to communicate in both English and Somali. • A strong capacity in data management, statistics, analytical and writing skills; • Demonstrated experience and a good track record of working with government, international organizations such as international NGOs, or the UN in Somalia.



	<ul style="list-style-type: none"> • Proven track record of stakeholder dialogue facilitation expertise Strong project management skills and ability to deliver on time and budget. • Updated CVs for all consultants including relevant work experience and qualifications. • Contact details of three references. • The consultancy firm should be duly registered in Somalia with valid registration documents including a valid tax compliance certificate and registration certificate <p>The consultancy firm is expected to develop and implement social responsibility approaches that align with the values and objectives of the GPE Systems Transformation Grant</p>
<p>Selection Criteria</p>	<p>Essential Criteria:</p> <ol style="list-style-type: none"> 1. The firm to submit proof of valid registration certificate from ministry of commerce Federal government and 2. The firm to submit valid tax compliance certificate from federal ministry of finance. <p>Technical Criteria:</p> <p>a) Technical Proposal including work plan & Cover Letter Detailed technical proposal with clear methodology of how the consultant intends to conduct the monitoring in different sites; effective strategies for engaging stakeholders, collecting data, and analyzing, ensuring adaptability and effectiveness in the Somali context, and understanding of the TOR. This to be evaluated based on:</p> <ol style="list-style-type: none"> I. Overall quality, clarity, organization and relevance of the technical proposal document II. clarity, sequence, and relevance of the proposed methodology and approach to meet the requirement in this assignment, Proposed methodologies should outline pragmatic and effective strategies for engaging stakeholders, collecting data, and analyzing implementation fidelity, ensuring adaptability and effectiveness in the Somali context. III. The work plan detail and how it is related to the proposed methodology IV. A cover letter expressing the firm’s interest, availability and commitment <p>b) Experience The firm to share Proof of 4 relevant contract experience and a good track record of working with government, international organizations such as international NGOs, or the UN in Somalia</p> <p>c) Technical/ lead team CVs and profiles Updated CVs for the firm’s consultant and all technical teams detailing qualifications and experience including the firm’s profile</p> <p>d) Proof of Sample report The firm to share sample of recently written report/work for a similar assignment. These sample reports/work should reflect the team's proficiency in generating insightful, precise, and impactful outcomes, with a strong preference for projects executed in Somalia or similar environments</p>



	<p>Commercial Criteria</p> <p>a) Detailed financial proposal with budget breakdown including all expenses, fees, and taxes, the financial proposal should present a cost-efficient strategy that capitalizes on local insights and resources, aiming to optimize both the impact and efficiency of the third-party monitoring system</p> <p>b) The firm to share Proof of bank statement with traceability, the bank statement should be signed stamped</p> <p>Sustainability Policy</p> <p>The firm to share their own sustainability Policy</p>
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TERMS OF REFERENCES FOR THIRD PARTY MONITORING SERVICES FOR GPE EDUCATION PROGRAM: SYTEM TRANSFORMATION GRANT (STG)

I. Introduction

The Ministry of Education, Culture & Higher Education (MOECHE) is the national lead entity of the education sector in Somalia and it is mandated to ensure that Somali citizens have full access to quality educational services in an affordable, sustainable and safe manner. The vision of the MOECHE is to have a national education system that leads to social cohesion, justice, peace and sustainable development. The mission of the MOECHE is to establishing an education system guided by regulatory frameworks; anchored on quality, equitable and accessible education services. For more information please visit the MOECHE website on <http://moe.gov.so/>

Save the Children (SC) has been working in Somalia for the last 70 years. Our vision is “every child in Somalia attains the right to survival, protection, development, and participation.” As one of the largest INGOs in Somalia, supporting the education sector, SC has been a key strategic partner working with the Ministry of Education, Culture & Higher Education (MOECHE). In 2023, Save the Children was awarded the role of Grant Agent for the implementation of the Systems Transformation Grant (STG).

The System Transformation Grant (STG), funded by the Global Partnership for Education (GPE), is a three-year initiative aimed at catalyzing sustainable advancements within the education sector of the Federal Government of Somalia. With a robust focus on the Education Sector Strategic Plan (ESSP 2022-2026) and the Partnership Compact's outlined priorities, the STG endeavors to bolster primary enrollment rates, enhance literacy and numeracy, and establish a transparent and efficient financial framework. The Systems Transformation Grant (STG) program is fundamentally shaped by its core design principles, which emphasize a collaborative and inclusive approach. These principles include engaging in a participatory design process, ensuring government and local community ownership, adopting evidence-based methodologies, learning from past experiences, and working alongside other educational stakeholders. Additionally, the program strategically sequences and layers its interventions to optimize their effectiveness. In line with the ESSP (2022-2026) and Partnership Compact, the overall Systems Transformation Grant program goal is to: “Enhance equitable access to quality and inclusive education in rural and urban areas by addressing supply and demand barriers.” The program components are:

- Outcome 1: Equitably increased primary gross enrolment rate.
- Outcome 2: Equitably improved literacy and numeracy and completion rates.
- Outcome 3: Strong regulatory and financing framework.



- Outcome 4. Program Coordination, monitoring, evaluation, accountability, and communication.

The STG program aims to significantly enhance the quality of education for 240,700 children through various interventions. One of the key objectives under Outcome 1 is to bolster the capacity of teaching workforce by providing inservice training for 3,000 new teachers hired by the government, resulting in a 16% increase in teaching staff. Additionally, the program seeks to enhance teacher qualifications by providing inservice training for 6,000 teachers, raising the ratio of qualified teachers to 58%, and aiming to boost the proportion of primary female teachers by 20%. For Outcome 2, the program aims to improve student academic achievements, aiming for a 65% score in the EGRA assessment among third graders and seeking to elevate the primary school completion rate to 90% in targeted schools. These improvements are supported by robust engagement with local communities and education authorities to ensure the sustainability of program interventions. The overall **program target beneficiaries** include:

- 240,700 children – of which 87% are out of school; 50% are girls; 6% are children with disabilities (208,700 out of school; 120,350 girls; 14,500 children with disabilities).
- 6,000 teachers (of which 3,000 are new teachers and 3,000 are existing teachers in the system).
- Approximately 1,400 Community Education Committees (CECs) members.
- Approximately 45 government officials (DEOs, REOs, MOECHE, FMS MOEs staff).

2. Objective of The Consultancy

The purpose of this consultancy is to procure quality and robust Third-Party Monitoring services for the GPE funded System Transformation Grant (STG) program.

For the effective oversight and rigorous evaluation of the System Transformation Grant (STG) program, an essential element is the engagement of an independent third-party monitoring entity. This entity's primary role will be to impartially assess the program implementation, ongoing progress, and the tangible outcomes of its various components, including infrastructure projects, the distribution of capitation grants, the training of teachers, and the allocation and usage of Teaching and Learning Materials (TLM). The third-party monitoring entity will also be responsible for the verification of the program beneficiaries including teachers verification, schools verification and students verification.

The third-party monitor will employ rigorous methodologies to gather pertinent data, ensuring that the collection process is unaffected by internal program biases or external pressures. This will involve systematic field visits to directly verify program activities, detailed interviews with a broad spectrum of stakeholders to gather diverse perspectives, and a thorough review of all program documentation. Such a comprehensive approach guarantees that data collection covers the breadth of the program's impact, from direct educational outcomes to more nuanced effects on community engagement and stakeholder satisfaction.

By conducting both announced and surprise visits to project sites, the third-party monitor will capture a realistic snapshot of the program's execution and challenges. These field engagements will be complemented by stakeholder interviews that are structured to elicit honest and critical feedback, providing a multi-dimensional view of the program's effectiveness. Moreover, the exhaustive review of project documentation, including reports, financial records, and operational data, will support a holistic analysis of the program's adherence to planned objectives and budgetary allocations.



The culmination of the third-party monitoring process is the production of detailed reports that articulate the findings and conclusions of the assessment. These reports are crucial for providing the Grant Agent, donors, the MOECHE, FMS MOEs and other key stakeholders with an impartial evidence of the program's successes and areas for improvement. By documenting the achievements and the challenges faced by the STG program, these reports serve as foundational tools for transparent communication, learning and strategic planning.

The implementation of an independent third-party monitoring system underscores the commitment to transparency, accountability, and continuous improvement within the STG program. This approach will not only ensure that data collection and analysis are conducted without prejudice but also reinforce the program's integrity and its alignment with educational objectives in Somalia.

3. Scope of the consultancy

The GPE STG program will implement activities in Banadir, Jubbaland, Hirshabelle, Galmudug and Southwest State of Somalia. The third party services will involve on-site data collection in all districts/schools selected based on discussions with MOECHE, FMS MOEs and BRA.

4. Expected Tasks and Deliverables

For the third-party monitoring and verification system to function effectively within the System Transformation Grant (STG) program, a comprehensive set of deliverables is essential. These deliverables are designed to ensure impartiality, accuracy, and transparency in data collection and analysis, providing a solid foundation for monitoring the program's implementation, progress, and outcomes.

5. Programmatic Activities to be verified include the following:

- 1) *Verification of the quality and standards of construction and rehabilitation of 1,400 classrooms, ECE centers, libraries, 4 teacher training institutes and 4 MOEs office buildings. Including:*
 - verification of the use of the newly constructed facilities.
 - Assess the suitability of the facility's location.
 - Verify that the approved design has been implemented as agreed.
 - Ensure that contract deliverables have been met.
 - Inspect the quality of construction materials used e.g., blocks, roof, concrete work, floor.
 - Evaluate the safety of the constructed facilities for end users.
 - Check gender-sensitive design elements (especially WASH)
- 2) *Verification of distribution and use of capitation grants by 200 schools:*
 - Verify beneficiary schools in each location
 - Verify to what extent the use of capitation grants adhered to agreed guidelines
 - Verify number of OOS children enrolled in target schools
 - Monitor school improvement plan implementation
 - Verify record keeping and documentation
- 3) *Verification of teachers training and coaching for 6,000 teachers through the life of the program:*
 - Verify Teachers daily attendance
 - The uptake of the training programme for teachers
 - The implementation of training programme as per the course outline shared
 - Verify the percentage of female attendance of female teacher in the training programme.
- 4) *The verification of the distribution and usage of Teaching and Learning Materials (TLM) targeting 240,700 children throughout the life of the program:*
 - Where learning materials achieved by the end users



- The quality of the distributed materials
 - Check availability and usage of the materials
 - Distribution books ratio
 - Satisfaction level of the children
 - Cross checking the distribution list against the received materials
 - Whether the materials distributed on time or not
 - Monitor storage conditions and management
 - Check cultural sensitivity of materials
 - Verify inventory management systems
- 5) *Verification of teachers, including 3,000 recruited teachers, verifying their deployment, school records and their retention in schools:*
- Verify whether deployed teachers in payroll are in schools as per the records.
 - Verify their retention in government payroll
 - Teachers daily attendance
 - Use of teaching approach
 - Monitor teacher satisfaction levels

Below table summarizes the specific program activities to be verified and the corresponding frequency in each activity;

S/n	Activity name	Benchmaks	Frequency
1	Verification of the quality and standards of construction and rehabilitation of 1,400 classrooms, 4 teacher training institutes and 4 MOEs office buildings. Including:	<ul style="list-style-type: none"> • Verification of the use of the newly constructed facilities. • Assess the suitability of the facility's location. • Verify that the approved design has been implemented as agreed. • Ensure that contract deliverables have been met. • Inspect the quality of construction materials used e.g., blocks, roof, concrete work, floor. • Evaluate the safety of the constructed facilities for end users. • Check gender-sensitive design elements (especially WASH) 	The verification of construction activities will be done one time during the program life span.
2	Verification of distribution and use of capitation grants by 200 schools.	<ul style="list-style-type: none"> • Verify beneficiary schools in each location • Verify to what extent the use of capitation grants adhered to agreed guidelines • Verify number of OOS children enrolled in target schools • Monitor school improvement plan implementation • Verify record keeping and documentation 	The provision of school capitation grant will be verified three times in the program life span.



3	Verification of teachers training and coaching for 6,000 teachers through the life of the program.	<ul style="list-style-type: none"> • Verify Teachers daily attendance • The uptake of the training programme for teachers • The implementation of training programme as per the course outline shared • Verify the percentage of female attendance of female teacher in the training programme. 	This activity will be verified one time in the program life span.
4	The verification of the distribution and usage of Teaching and Learning Materials (TLM) targeting 240,700 children throughout the life of the program.	<ul style="list-style-type: none"> • Where learning materials achieved by the end users • The quality of the distributed materials • Check availability and usage of the materials • Distribution books ratio • Satisfaction level of the children • Cross checking the distribution list against the received materials • Whether the materials distributed on time or not. • Monitor storage conditions and management • Check cultural sensitivity of materials • Verify inventory management systems 	The procurement and distribution of TLM will be verified once during the program life span.
5	Verification of teachers, including 3,000 recruited teachers, verifying their deployment, school records and their retention in schools.	<ul style="list-style-type: none"> • Verify whether deployed teachers in payroll are in schools as per the records. • Verify their retention in government payroll • Teachers daily attendance • Use of teaching approach • Monitor teacher satisfaction levels 	The retention and payment of government teachers on government payroll will be verified two times during the program life span.

Below are the detailed deliverables required:

- **Monitoring plan:** A detailed document outlining the methodologies, tools, and indicators for monitoring and evaluating each component of the STG program. This framework will serve as the guideline for all monitoring activities, ensuring a standardized approach across different programmatic components like construction, capitation grants, teachers verification, teachers training, and teaching and learning materials (TLM) provision. The essential references for this document will include STG’s MEL Plan and relevant evaluation policies/guidelines from GPE, MOECHE and SC.
- **Field Visit Schedules:** Detailed schedules for field visits to project sites, including dates, locations, objectives, and the personnel involved. These schedules will be designed to ensure comprehensive coverage of the STG program's components and to allow for both planned and random inspections.



- **Data Quality Assurance Plan:** A plan outlining the procedures and checks in place to ensure the accuracy, reliability, and integrity of the collected data. This includes data validation methods, cross-verification processes, and protocols for addressing data inconsistencies.
- **Risk Management Plan:** The operating environment of the STG program necessitates a robust risk management plan, detailing the assumptions, challenges, and risk levels anticipated throughout the project's lifecycle. This plan will include comprehensive contingency strategies for identified risks, specifically addressing child protection concerns by referencing relevant policies and outlining health and safety measures as relevant to the third-party monitoring system. The objective is to ensure a secure, effective monitoring process that aligns with project goals and safeguards all participants.
- **Comprehensive Monitoring Reports (Quarterly):** An in-depth report compiling all data collected through the monitoring activities, including analyses of the progress, effectiveness, and impact of the STG program's interventions during the quarter. The quarterly report will include detailed findings, data visualizations, stakeholder insights, and recommendations for program improvement. This report will provide an early indication of the program's implementation status and any immediate areas of concern that require attention.
- **Presentation Materials for Stakeholder Briefings (quarterly):** Slide decks and other materials prepared for presenting the monitoring findings to the Program Management Committee and Education Sector Committee (ESC) and other relevant stakeholders on a quarterly basis. These materials will be designed to communicate the results clearly and effectively, facilitating informed discussions and decision-making.
- **Feedback and Improvement Plan (Quarterly):** A quarterly plan summarizing stakeholder feedback on the monitoring report and outlining a plan for addressing identified issues and incorporating recommendations into the STG program's ongoing and future activities.
- Generate quarterly/bi-annual/annual factsheets from the program evidence
- Produce bi-annual/annual learning briefs from different stakeholders including policy makers.

1. Reporting and Feedback

Establish clear reporting mechanisms that outline the frequency, format, and channels for disseminating monitoring reports to relevant stakeholders. The consultancy will be supervised by the project MEAL managers of the MOECHE and Save the Children, with close coordination with the GPE Program Team. Regular communication and reporting mechanisms will be established to ensure transparency and accountability throughout the consultancy process.

2. Consultant Role and Expecting Deliverables.

The consultant is expected to perform each activities/assignment through 5 phases – preparation including TOR, inception, Field data collection, reporting, and follow-up and dissemination. Some key activities during these phases include the development of research tools, document review, data collection, analysis/interpretation, report writing, and presentation to key stakeholders. The key deliverables of the assignment will be as below:

7.1. Inception report:

The consultant is expected to produce an inception report detailing the following:

- A detailed methodology for the review including the tools to be used in the review
- The consultant is expected to calculate the sample size (if required) for different sectors and outcomes to be assessed (both cluster level and individual sample size) Data collection, cleaning, analysis, and reporting.
- The proposed team members and a description of their respective roles
- A complete work plan for the entire review period Submit a detailed work plan as part of the inception report and updated data collection plan following training of enumerators. The work plan



should include plans/framework for data collection, data entry, data cleaning, transcription, and translation.

- A proposal for the final report layout.
- Submit a comprehensive risk management plan highlighting all reasonable measures to mitigate any potential risk to the delivery of the required outputs for this third party monitoring.
- Submit a quality assurance plan that sets out the systems and processes for quality assuring the research process and deliverables from start to finish of the project.
- Translate data collection tools and training protocols from English to Somali. Note that back translation will be required for accuracy.
- Develop electronic versions of all relevant data collection tools. The consultant is responsible for ensuring the accuracy of the e-tools, including but not limited to correct skip patterns, translations, and response options matching the approved tools.
- Pilot the tools in the respective target region/states, track changes and submit revised tools for approval.
- Prepare all resources and related supplies for data collection, including mobile phones/ tablets with e-versions of the tools uploaded into a platform of choice.
- Undertake data collection in the field following the approach outlined in the approved inception report.
- Upload datasets completed by the team daily for verification by SCI's technical team.
- Conduct qualitative data entry and coding.
- Conduct all necessary data quality and ethical control measures.
- Analyse the data as per agreed upon data analysis framework.

7.2. Draft report

The consultant is anticipated to generate a first draft report for each activity by the end of data collection and analysis, following the inception of each assignment. This draft report will be presented and discussed with key stakeholders including the project teams, and technical specialists. Incorporate technical feedback received from SCI, MOECHE and relevant stakeholders and provide revised final versions of all three documents for final approval.

Provide a complete set of physical and electronic data collection documents, filed, and organized as per guidelines provided by the SCI, upon completion of data collection and entry. This includes but is not limited to complete datasets (anonymized and non-anonymized versions), script and analysis files; datasets used for analysis; transcribed and translated versions of FGDs and KIIs; filled surveys, questionnaires, FGD/ interview notes, daily survey logs; voice files (for electronic qualitative data collection),

7.3. Final Report

The final TPM report each activity shall be submitted within the time frame after addressing comments on the draft report. This report will be a detailed report covering items outlined in the scope of the TOR with special attention to main findings and conclusions, possible challenges and mitigations, gaps, and recommendations:

- Prepare a PowerPoint presentation, summarizing the key findings from the TPM in a design layout, and submit together with the final report. The consultant will also make a presentation of the key findings through a validation meeting and collect comments from the different stakeholders to justify our address. The consultant should also share evidence photos with GPS coordinates from the assessed location, analysis, and raw data (KII and FGD should be scripted by the consultant for future use).
- Complete set of files, hard copies of surveys, audio/ image/ video files and daily data collection reports/ data collection logs signed by enumerators and field supervisors.



- Complete transcriptions of qualitative data both in Somali and English.
- Clean data sets, to be reviewed and approved by SCI (data quality verified and accepted by SCI). 100% of the planned data is included and the final version of the database should not include any typos, out of range responses for any variable and/or illogical responses.
- Analysis and script files.
- Final report, based on the agreed-upon analysis framework. The methodological section should include a discussion of data collection challenges and limitations, including a summary of data collection activities and the timeline of data collection, a number of total surveys collected and the number of refusals to participate for each location, as well as detailed data collection log per region/state.
- Final reader friendly summary report.

3. Cost Estimate and Timeframe

The successful firm will be awarded a contract for the life of the project. The engagement becomes effective on the date both parties sign the contract and the frequency of the monitoring will be agreed at contracting stage.

4. Responsibilities of The Clients:

In support to the consultancy to undertake the assignment;

- SC in coordination with the ministry will manage the firm contract and provide the necessary support, both technical and financial.
- Consultancy firm will take responsibility for accomplishing the deliverables listed above.
- MOECHE and FMS MOEs – will provide all the necessary information/facilitation support to the firm that would help complete the deliverables successfully.

5. Intellectual Property Rights

All documentation related to the assignment/assessment shall remain the sole and exclusive property of FGS MOECHE, and SCI.

6. Qualification and Experience

The following are minimum requirements for the consultancy firm to be considered for carrying out the assignment.

- Extensive experience in research work and in education assessments/evaluations, complexity aware monitoring, including previous working experience in Somalia.
- Knowledge in research methodologies and application of various tools including practical experience in assessments, planning, implementation, monitoring and evaluation of community-based interventions.
- Proven experience in monitoring access in challenging locations
- Demonstrated experience and ability to lead experienced teams to conduct assessments in environments similar to that of Somalia.
- Strong and impeccable record of confidentiality and sensitivity.
- Strong ability to communicate in both English and Somali.
- A strong capacity in data management, statistics, analytical and writing skills;
- Demonstrated experience and a good track record of working with government, international organizations such as international NGOs, or the UN in Somalia.
- Proven track record of stakeholder dialogue facilitation expertise Strong project management skills and ability to deliver on time and budget.
- Updated CVs for all consultants including relevant work experience and qualifications.
- Contact details of three references.



- The consultancy firm should be duly registered in Somalia with valid registration documents including a valid tax compliance certificate and registration certificate
- The consultancy firm is expected to develop and implement social responsibility approaches that align with the values and objectives of the GPE Systems Transformation Grant.

7. Terms And Conditions

Consultancy fee: The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, stationary, standardization test and accommodation while undertaking activities related to this assignment.

11.1. Code of conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere, and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not, therefore, disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children and the Federal government of Somalia's Ministry of Education. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

11.2. Ethics And Child Safeguarding

The TPM consultant is obliged to conduct the research in an ethical manner, making sure children are safe at all times. The consultant should seek the views of various stakeholders, including children. Efforts should be made to make the research process child-centered and sensitive to gender and inclusion. The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC's Child Safeguarding Policy and Code of Conduct. The research must ensure voluntary, safe, and non-discriminatory participation and a process of free and un-coerced consent. The informed consent of each person (including children) participating in data collection should be documented. To prevent further discrimination the Consultant will avoid using defamatory words that could be used by the community to refer to vulnerable or marginalized children.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

The TPM approach must consider the safety and well-being of participants, especially children, at all stages of the process. The consultant will need to demonstrate how they have considered the protection of children and vulnerable individuals through the different data collection stages, including recruitment and training of research staff, data collection, data analysis and storage, and report writing.



Review Criteria

The consultant must meet the above-required qualifications and experience.

Criteria	Max. Score	
1	<p>Essential Criteria:</p> <ol style="list-style-type: none"> 1. The firm to submit proof of valid registration certificate from ministry of commerce Federal government and 2. The firm to submit valid tax compliance certificate from federal ministry of finance. 	Pass/ fail
2	<p>Technical Criteria</p> <p>a) Technical Proposal including work plan & Cover Letter Detailed technical proposal with clear methodology of how the consultant intends to conduct the monitoring in different sites; effective strategies for engaging stakeholders, collecting data, and analyzing, ensuring adaptability and effectiveness in the Somali context, and understanding of the TOR. This to be evaluated based on:</p> <ol style="list-style-type: none"> I. Overall quality, clarity, organization and relevance of the technical proposal document (15 Marks) II. Clarity, sequence, and relevance of the proposed methodology and approach to meet the requirement in this assignment, Proposed methodologies should outline pragmatic and effective strategies for engaging stakeholders, collecting data, and analyzing implementation fidelity, ensuring adaptability and effectiveness in the Somali context. (5 Marks) III. The work plan detail and how it is related to the proposed methodology (10 Marks) IV. A cover letter expressing the firm's interest, availability and commitment (5 Marks) <p>b) Experience The firm to share Proof of 4 relevant contract experience and a good track record of working with government, international organizations such as international NGOs, or the UN in Somalia (20 Marks)</p> <p>c) Technical/ lead team CVs and profiles Updated CVs for the firm's consultant and all technical teams detailing qualifications and experience including the firm's profile. (10 Marks).</p> <p>d) Proof of Sample report The firm to share sample of recently written report/work for a similar assignment. These sample reports/work should reflect the team's proficiency in generating insightful, precise, and impactful outcomes, with a strong preference for projects executed in Somalia or similar environments (5 Marks)</p>	70
3	Commercial criteria	20
4	a) Detailed financial proposal with budget breakdown including all expenses, fees, and taxes It should present a cost-efficient strategy that capitalizes on local insights and resources, aiming to optimize both the	



	impact and efficiency of the third-party monitoring system (10 Marks) b) The firm to share Proof of bank statement with traceability, the bank statement should be stamped (10 Marks)	
5	Sustainability Policy	10
	The company to share their own sustainability policy (10 Marks)	
Total		100%
Note: For the technical analysis, a company must score 60% and above on the capability to be considered in the next evaluation process and the ultimate decision will be based on interview performance.		

How to apply - Application Procedure

- Qualified Consultancy Firms are requested to submit their technical and financial proposals and Lead consultant and associated personnel CVs and other relevant documentation to Somalia.sstenderbox3@savethechildren.org
- The subject of the email should be Application for GPE STG Third Party Monitoring Services.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
- All applications MUST be submitted on or before the closing date below to be considered for the assignment.
- Interested consultant (s) who meet the consultancy requirements are requested to submit their bid and each application package should include the above required minimum requirements.
- Only shortlisted bidders will be contacted.

Closing date for Applications: Interested consultants shall submit their applications through the above procedures on or before 16th November 2024.